

TOWN OF MILLINOCKET

Job Description- Public Works Mechanic

10/19/2022

Nature of work: This is skilled manual labor in the repair and maintenance of various pieces of light and heavy motorized equipment used in road construction, road maintenance, snow removal and other generalized work. Repair and maintenance of all Town equipment such as small engine, light and heavy-duty pickups, class 6, 7, and 8 trucks and trailers, police cruisers, Fire Department trucks and equipment, and repair and maintenance of other motorized equipment. Employee of this class must be able to correctly diagnose and make major repairs on a variety of equipment.

Essential Duties and Responsibilities: Performs major repairs on equipment as the situation warrants (examples include spring replacement, tire repair and replacement, exhaust systems, rust prevention, body work, transmission and brake repair and minor engine repair). Performs regular preventive maintenance on vehicles including oil changes, filter and belt changes and lubrication as necessary.

Helps prepare trucks and other equipment for different seasonal jobs including repairing and maintaining sanders and plows.

Maintains repair and general maintenance records on all vehicles; prepares bills for replacement parts to be allocated to appropriate department, as well as ordering of parts from various automotive suppliers.

Scheduling of work to be done on different department equipment and prepare work orders for work.

Maintaining supplies and parts for stockroom for general maintenance of equipment.

May perform repair work on vehicles that utilize welding and cutting tools.

Is responsible for keeping garage area clean and organized. Assists other departments in the maintenance of all equipment.

Conduct all required state motor vehicle inspections. Ensure applicable vehicles are prepared for OSHA safety inspections to be performed by a third party.

Performs related work as required.

Overtime is required in winter for responding to after hour breakdowns and for snow removal purposes.

Requirements of Work:

Thorough knowledge of the general maintenance requirements of various pieces of light to heavy motorized equipment.

Ability to perform major repairs upon various light and heavy motorized equipment.

Knowledge of necessary tools and equipment used in the repair and maintenance of motorized equipment.

Must have own tools.

Knowledge of principles and operation of gas and diesel engines as well as hydraulic and electrical systems. Skill in the use of tools and the operation of machines and equipment employed in automobile repair and maintenance.

Knowledge of State Inspection laws, ordinances and rules involving the safe operation of automotive vehicles.

Ability to drive various pieces of equipment used by the Town.

Employee is also responsible for regular preventive maintenance on this equipment.

Any other jobs that the Director may deem necessary.

Training and Experience Required:

High school graduation and experience in the repair of motorized equipment; or any equivalent combination of experience and training.

Experience with welding and fabrication, auto body work and heavy-duty emissions systems.

Functional Requirements:

Physical strength and agility to perform the work of the class including lifting up to 80 pounds, standing, bending, climbing on top of sanders and into equipment and crawling under equipment to do repairs and routine maintenance.

Necessary Special Requirements: Must possess valid Class A CDL. Must possess or obtain within six month of employment a valid Class A and D inspection license.

Self-motivated with the ability to prioritize the workload with regards to the current needs of the public works crew.